



## ENVIRONMENTAL AND PUBLIC PROTECTION CABINET

**Steven L. Beshear**  
Governor

**Division of Forestry**  
627 Comanche Trail  
Frankfort, Kentucky 40601  
[www.forestry.ky.gov](http://www.forestry.ky.gov)

**Robert D. Vance**  
Secretary

**Leah W. MacSwords**  
Director

May 28, 2008

Dear Grant Applicant:

The Kentucky Division of Forestry is pleased to announce the 2008 Kentucky Firewise Community cost-share grant program. The program offers new opportunities for communities in the wildland/urban interface to take positive measures to mitigate and reduce potential threats from wildfires.

Thanks to a National Fire Plan grant, the Kentucky Division of Forestry is able to offer cost-share funding for fire mitigation and Firewise-type projects. The intent of the program is to implement fire mitigation activities to reduce the risk and effects of wildfire in the wildland/urban interface.

To download a copy of the 2008 Firewise grant application, go to:  
<http://www.forestry.ky.gov/programs/firewise/Firewise+Community+Grants.htm>. If you would like a hard copy mailed to you, please contact Jennifer Turner at 502-564-4496 or [jenniferl.turner@ky.gov](mailto:jenniferl.turner@ky.gov). Proposals must be received at the Kentucky Division of Forestry, 627 Comanche Trail, Frankfort, KY 40601, by 4:30 p.m. EDT on July 15, 2008.

Please contact Jennifer Turner or Bernie Andersen at 502-564-4496 if you need any further information or assistance about the Kentucky Firewise Community grant program.

Sincerely,

A handwritten signature in black ink, appearing to read "Leah W. MacSwords", with a long horizontal flourish extending to the right.

Leah W. MacSwords  
Director

LWM:jt  
Attachment

# KENTUCKY DIVISION OF FORESTRY



## FIREWISE COMMUNITY GRANT PROGRAM 2008

# KENTUCKY DIVISION OF FORESTRY

## Kentucky Firewise Community Grant Program



The Kentucky Division of Forestry, in cooperation with the USDA Forest Service, is pleased to announce the 2008 Kentucky Firewise Community Grant Program. Grants may be awarded for projects to reduce the wildfire risk and/or hazard in Kentucky's wildland/urban interface communities. Grant priority will be given based on community-at-risk level, establishment of a local Firewise Council or Board, and type of project submitted. The following guidelines have been established to provide potential grant applicants with required grant program information.

### **Program Objectives:**

- Provide cost-share funds for fire mitigation and Firewise activities.
- Foster closer working relationships with fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise programs.
- Reduce the risk and effects of wildfire in wildland/urban interface areas.
- Complete a Community Wildfire Protection Plan (CWPP) for each community.

### **Project Match Requirements:**

All project applicants **must** provide a match of 20 percent of total project costs with non-federal or in-kind contributions. Other federal funds **cannot** be used as a match for this grant.

**Cash purchase matches** are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, and signed receipts or official payroll records.

**In-kind contribution matches** include on-hand supplies, third party donations of supplies or equipment, professional services at the professional rate, or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. Assistance provided by federal employees may not be claimed as match.

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles; (2) records will document allowable costs; (3) records will be supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts; and (4) records will be maintained for three years following payment.

### **Eligible Projects:**

- Development of local Firewise Councils or Boards.
- Completion of a community wildfire hazard assessment and CWPP.
- GIS mapping of at-risk communities.
- Consulting services to complete a community wildfire hazard assessment or a community Emergency Action Plan.
- Firewise or fire mitigation activities that follow the intent of the National Fire Plan.
- Firewise or fire mitigation educational activities or materials that can be used to educate the community.
- Signage to identify roads and residences.
- Mechanical removal or reduction of hazardous fuels.
- Firewise or fire mitigation research applicable to Kentucky.
- Fuel treatments that increase a community's defensible space, which could include the leasing or contracting of equipment and other resources to complete an eligible project.
- Putting in new dry fire hydrants as part of a comprehensive project.

Outlined below is a list of approved Firewise equipment and services which can be purchased with federal mitigation funds administered by the Kentucky Division of Forestry. For more information contact Jennifer Turner at 502-564-4496 or email [jenniferl.turner@ky.gov](mailto:jenniferl.turner@ky.gov). This cost-share program is for programs, projects, or activities not currently being funded and is not intended to be a substitute for existing funding levels. The focus of this program is to support new initiatives that would not otherwise occur without grant funds. **No single piece of equipment costing \$5,000.00 or more will be permitted.**

#### **Approved Equipment**

Chain saws and carrying cases  
Chipper  
Leaf blowers  
Brush hog  
Pole pruners  
Ropes and ladders  
Wheelbarrows  
Safety helmets or hard hats  
Chaps  
Leather gloves  
Safety glasses, goggles, and ear plugs  
Fuel cans, bar and chain oil, files, etc.  
Fire rakes and Pulaskis (fuel reduction projects)  
Drip torches (fuel reduction projects)  
Nomex clothing (fuel reduction projects)  
Crew first aid kit  
Firewise literature printing  
Firewise signs and banners  
Firewise workshop expenses

#### **Non-Approved Equipment**

Generators  
Lawn mowers  
Weedeaters  
Cameras  
Boots  
Fire shelters  
Foam and/or skid units  
Backpack pumps  
Uniforms  
Radios  
Megaphones  
Fire hose

### Approved Services and Expenses

Equipment rental (fuel reduction or firebreaks)  
Prescribed burning contracts  
Tree service contracts (chipper, chainsaw operators, etc.) for removal, thinning and pruning of trees for defensible space

### Non-Approved Expenses

Salaries for firefighters  
Mileage for personal vehicles  
Projects not listed in grant

A Community Wildfire Protection Plan (CWPP) must be completed at the end of the grant cycle as a requirement for all projects. **This is a new requirement for federal wildfire community grants.**

### Ineligible Projects:

- Consulting services other than for wildfire hazard mitigation.
- Promotional literature for a community.
- Any other project outside the intent and scope of the National Fire Plan as interpreted by the Kentucky Division of Forestry.

### Funding Ranges:

The funding range for grant money requested is \$1,000 - \$15,000. Award amounts will be limited to \$15,000 per federal identification number, with exceptions permitted at the discretion of the grant subcommittee of the Kentucky Division of Forestry. Those communities doing active fuel mitigation may apply for more than \$15,000 with a written explanation of projected area to be mitigated.

### Grant Application Review:

All proposals will be graded and ranked by the grant subcommittee of the Kentucky Division of Forestry. The State Forester will allocate funds and award grants based on the recommendations of the grant subcommittee.

The following categories will be graded up to the maximum point value listed below. Qualification is dependent on how well the application relates to these categories. Clearly addressing each of these categories (if applicable) in your grant narrative will ensure that your application receives the highest grade possible.

- |   |           |
|---|-----------|
| • National Fire Plan - Project meets the intent of the National Fire Plan.            | 10 points |
| • Program Objectives – Meets the Firewise Community Grant Program objectives.         | 10 points |
| • Partners – Identifies federal, state, local, and private supporters of the project. | 10 points |
| • Community-at-Risk – Identified as a Kentucky community-at-risk                      | 10 points |
| • Community is a national certified Firewise USA community.                           | 10 points |

- Grant Application – Application is complete, legible, and accurate with clearly stated objectives and project actions to be taken. 15 points
- Value Added – Project demonstrates improvement to the community. 15 points
- Project Evaluation – The proposal contains criteria for evaluation performance through measurable outcomes. 10 points
- Project Budget – Detailed budget is outlined and correct, including required match. 10 points

### **Deadlines:**

Applications must be **received** at the Kentucky Division of Forestry, 627 Comanche Trail, Frankfort, KY 40601, by 4:30 p.m. EDT on **July 15, 2008**. Absolutely no applications will be accepted after the deadline. The State Forester will notify grantees of funding approval by August 1, 2008. All grantees will be required to sign a Grant Agreement with the Kentucky Division of Forestry to outline the parameters of payment, chronological terms, and expected results of the project. Once the Grant Agreement is returned and finalized within the date guidelines, the grant will have an official start date of September 1, 2008, and an ending date of June 30, 2009. **Faxed or e-mailed copies will not be accepted.**

Grantees may submit paperwork for reimbursement as soon as the grant is started. However, all grantees must have projects completed and all required reimbursement documentation into the Kentucky Division of Forestry by June 30, 2009.

### **Payment Process:**

- Grantees must submit proof of project (hazard risk assessment, brochure examples, etc.).
- All costs and in-kind match must be documented correctly before reimbursement is made.
- Unapproved grant expenses will not be paid.

### **Technical Assistance:**

For further information or assistance, contact:

- State Firewise Coordinator Jennifer Turner at 800-866-0555 or [jenniferl.turner@ky.gov](mailto:jenniferl.turner@ky.gov).
- State Fire Chief Bernie Andersen at 800-866-0555 or [bernie.andersen@ky.gov](mailto:bernie.andersen@ky.gov).
- Firewise Technical Specialist Cindy Bennett at 859-221-0601 or [horsewhispere@hotmail.com](mailto:horsewhispere@hotmail.com).
- Local Kentucky Division of Forestry district office (see Attachment).

### **Proposal Format:**

Written proposals must be included with the application form. Grant proposals should clearly indicate a need for assistance in the wildland/urban interface. Please remember to be as thorough as possible. Incomplete applications will not score high enough to be funded and cannot be

graded competitively. **(Please see attached information sheet detailing each of the following criteria)**

1. Narrative (not to exceed three pages):
  - Summary
  - Organization Information
  - Problem/Need/Situation Description
  - Work Plan/Specific Activities
  - Outcomes/Impact of Activities
  - Other Funding
  - Future Funding
  - Evaluation
2. Detailed budget: **(Simple math mistakes can knock down your score. Double check your math!)** The budget should match the specific activities listed in work plan.
  - Each application must include the following four items:
    - Goal or problem
    - Activity to meet goal or solve problem
    - Amount of money needed
    - Contributed Income
  - If a Firewise educator is being hired, please list possible activities that they may be working on (school visits, wildfire survey, Firewise workshops, community information, etc.).
3. The following format should be used in the application to detail your grant project.
  - State grant project objective 1:
    - a. List task 1 to complete objective 1.
    - b. List task 2 to complete objective 1.
  - State grant project objective 2.
    - a. List task 1 to complete objective 2.
    - b. List task 2 to complete objective 2.
  - Continue until all grant project objectives are listed and all tasks to accomplish objectives are listed.

**KENTUCKY DIVISION OF FORESTRY  
KENTUCKY FIREWISE COMMUNITY HAZARD MITIGATION  
GRANT APPLICATION**

Applicant (community, county, organization) Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(Street or P.O. Box) (City) (Zip Code)

County: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Federal Identification Number: (*required*) \_\_\_\_\_

Local Fire Department: \_\_\_\_\_

☐ We have an organized Firewise Council or Board.

☐ We want to develop a Firewise Council or Board.

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Project:

---

---

---

Project Narrative: (A short narrative should be included that outlines expected results, timeline for completion, who is responsible for the project, and project accomplishment measures.) **Please attach.**

Project Start Date: September 1, 2008 Time To Complete Project: June 30, 2009

Grant Funds Requested:            80/20 Matching Funds

Grant Funds Requested:        \$ \_\_\_\_\_ (not more than 80 percent of total)

Cash Match:                        \$ \_\_\_\_\_

Value of In-Kind Match:        \$ \_\_\_\_\_

Total Project Amount:         \$ \_\_\_\_\_



**KENTUCKY FIREWISE COMMUNITY HAZARD MITIGATION GRANT APPLICATION (Continued)**

Budget Worksheet: (Reminder that grantee must provide 20 percent of project total)

Categories (Describe in detail)	FEDERAL FUNDS Funds Requested	Other Funds	Source	In-Kind Match	Total
Personnel					
Travel					
Equipment*					
Supplies					
Contractual					
Other					
Total					

\*Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.

Authorized Approval:

To the best of my knowledge the above information is true and correct and I am authorized by \_\_\_\_\_ to represent their interests.

Signed \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

Date \_\_\_\_\_

Mail Application To: Kentucky Firewise Community Grant Program  
Attention: Jennifer Turner  
Kentucky Division of Forestry  
627 Comanche Trail  
Frankfort, Kentucky 40601

**Application Deadline: July 15, 2008 4:30 PM EDT**

# National Incident Management System Certification

I \_\_\_\_\_ do here by certify that the \_\_\_\_\_  
(Fire Chief's Name) (Fire Department's Name)

Fire Department uses the National Incident Management System (NIMS) when responding to all emergencies.

Signed \_\_\_\_\_  
(Fire Chief)

Date \_\_\_\_\_